



CITY OF MONTEREY PARK
Human Resources Department
320 W. Newmark Ave. Monterey Park, CA 91754 (626) 307-1334
www.ci.monterey-park.ca.us

announces a job opening for

COMMUNICATIONS DISPATCHER TRAINEE

SALARY: **\$35,028-\$44,808 annually**, annually plus excellent benefits including **\$150** monthly bilingual pay for a qualified second language. Upon successful completion of the required 18-month probationary period, the incumbent will be appointed as a Communications Dispatcher with a salary range of **\$42,384-\$54,216**.

DEADLINE: **Continuous Recruitment - may close at any time without prior notice.** Although applications will be accepted continuously, ***early applications are strongly recommended.*** When a sufficient number of applications are received, testing will be scheduled. Completed City application, including any related educational or training documents must be submitted to the City of Monterey Park Human Resources Department, 320 W. Newmark Ave., Monterey Park, CA 91754 within the filing period. No Faxes or Postmarks will be accepted.

THE POSITION: Under direct supervision from a Dispatcher Training Officer or the Police Records and Dispatch Communications Manager, receives and completes Communication Dispatcher training in accordance with the City of Monterey Park Dispatcher Training Program; attends and completes the POST-certified Public Safety Dispatcher course at a Police Academy to fulfill requirements for appointment as a Communications Dispatcher. Trainees must satisfactorily complete the Monterey Park Dispatcher's Training Program and the POST-Certified Public Safety Dispatcher course within the prescribed 18-month probationary period. Depending on assignment, duties may include, but are not limited to the following: receives formalized classroom training at a Police Academy and on-the-job training to learn practices, procedures and techniques of public safety dispatching, performs other related duties as assigned. ***This position works rotating shifts including weekends and holidays.***

QUALIFICATIONS: *Knowledge of* office practices and procedures, operation of various office equipment including computers and typewriters. *Skills/Abilities* - type at a speed of 40 wpm; learn and apply police practices, procedures, basic radio and telephone communications; follow written and verbal instructions; work calmly under extremely stressful situations; shift to new tasks and procedures when priorities change; work rapidly and accurately with names, numbers, codes and symbols; exercise good judgment; have a memory for details; recognize and keep information confidential; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with others. *Physical Effort* - Those in this position may be required to sit at a computer terminal for extended periods of time. *License* - A valid Class C California Driver License is required at time of appointment and as a condition of continued employment. Any combination of experience and education that has provided the required knowledge and abilities necessary for satisfactory job performance would be qualifying. Example: graduation from high school or equivalent *and* college course work in public administration, administration of justice, political science or related field. The ability to communicate in a second language that is deemed useful in the community is highly desirable, and may be required for certain positions. ***An original current Typing Certificate (issued within 1 year) from an accredited business school, adult school, or employment agency must be submitted with the application.***

SELECTION PROCESS: Candidates whose qualifications are determined to best meet the City's needs, will be invited to take the written examination. Those who pass the written examination will be invited to the Oral Board Interview.

<i>Written Examination:</i>	Qualifying only	Date to be announced
<i>Oral Interview:</i>	Weighted 100%	Date to be announced

After a conditional job offer is made, the candidate must pass a pre-employment medical examination, including a drug/alcohol screen. Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) days prior to the examination date. THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE. THE CITY OF MONTEREY PARK DOES NOT DISCRIMINATE AGAINST MINORITIES, WOMEN OR PERSONS WITH LEGAL MENTAL OR PHYSICAL DISABILITIES. The City of Monterey Park is an Equal Opportunity Employer.

Typing Certificates may be obtained from:

1. Your local adult school. These schools are normally located at the area high schools. Check your phone book for listings.
Mark Keppel Community Adult School 626-572-2209 Appt only 501 E. Hellman Ave., Alhambra
Citrus Community College, Business Dept 626-914-8804 Appt only 1000 West Foothill Blvd, Glendora
Mt. San Antonio College 909-594- 5611 ext.4608: 1100 No. Grand Ave., Walnut, CA ; Micro Computer Room,
Business Division, Bldg. 17, Room 5 Mon-Fri – 7am to 9am & 7pm to 9 pm.
2. Local employment agencies. If you are registered with one, they may be willing to test you or have your certificate on file.
Check to see if this service is available.
Drake Personnel 626- 445-8900 Appt only \$10.00 fee 55 E. Huntington, #130, Arcadia
Prestige Personnel Services 626 964-1082 Appt only 18575 Gale Ave. #245, Industry Mon- Fri – 8 am – 4 pm
3. Vocational Training Centers
4. Computer Training Centers

NOTE: Applicants are **required** to submit an **original** five-minute timed typing test certificate from an approved agency. The certificate **must** indicate the *name of the institution where the certificate was obtained, the date, the signature and title of the person verifying the typing test and the phone number*. It must be issued and dated within one year of the application date. **Applications submitted without an appropriate original typing certificate will be considered incomplete and therefore, not processed.**

Following is a summary of the provided benefits. For further information, refer to the unit's Salary Resolution or Memorandum of Understanding.

- HOLIDAYS: 104 hours of paid holidays per year.
- VACATION: 80 hours of vacation each year plus eight additional hours for each year served beginning with the employee's sixth anniversary to a maximum of 200 hours per year.
- SICK LEAVE: 80 hours annually. Cash out and reimbursement options are available with restrictions.
- CASH OUT OF ACCRUED LEAVE: An employee may elect to cash out up to 40 hours of vacation, sick and/or holiday leave.
- MEDICAL INSURANCE: The City contributes up to \$500.00/mo toward medical insurance for employees, eligible dependents and retirees. Employees have a wide variety of medical insurance plans to choose from. Those who waive City-paid medical coverage & present proof of insurance in a non-City employee's health insurance plan will receive \$175/mo. cash in lieu..
- DENTAL INSURANCE: The City contributes up to \$30.00/mo toward dental insurance for the employee & eligible dependents.
- VISION INSURANCE: The City provides vision insurance coverage for the employee only.
- LIFE INSURANCE: The City provides a \$40,000 life insurance policy. Additional life insurance is available.
- LONG TERM DISABILITY INSURANCE: The City contributes up to \$19/mo toward a long-term disability insurance for the employee.
- RETIREMENT: Employees are covered by the Public Employee's Retirement System, 2% @ 55, single highest year. In addition, the City pays the 7% member contribution in the employee's behalf. The City does not participate in the Social Security System, except for the mandatory 1.45% Medicare contribution.
- EMPLOYEE ASSISTANCE PROGRAM: Regular, full-time employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.
- MEDICARE: Employees pay the mandatory 1.45% contribution.
- CREDIT UNION: F & A Credit Union is available to employees.
- AGENCY SHOP: Positions in this collective bargaining unit are required to join the Union or pay an equivalent service fee.
- DEFERRED COMPENSATION: Available to all employees who wish to participate.
- TUITION REIMBURSEMENT: Those who pass probation are eligible for limited reimbursement for approved courses & books at Cal-State LA University rates.
- DRUG/ALCOHOL FREE WORKPLACE: It is the policy of the City of Monterey Park to maintain a drug and alcohol free workplace. Applicants for City employment are expected to comply.
- IMMIGRATION REFORM AND CONTROL ACT OF 1986: In compliance with IRCA of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

THE CITY: The gateway to the San Gabriel Valley, Monterey Park is located six miles east of the Los Angeles Civic Center and encompasses an area of 7.72 square miles with approximately 64,000 residents. Development within the City consists primarily of suburban residential neighborhoods balanced by commercial facilities. Monterey Park is bordered by the San Bernardino, Long Beach and Pomona freeways, and offers many economic and cultural advantages. Only a few minutes away are mountains, major sport event facilities and cultural attractions. In the City itself, newcomers may choose from hillside homes with spectacular views, family homes on pleasant, tree-lined streets and apartments or condominiums. The educational opportunities from kindergarten to university present some of the best in Los Angeles County. East Los Angeles College is located within the City limits and California State University at Los Angeles is located on the City's northern boundary. The City contains two hospitals, 14 parks and facilities, baseball diamonds, tennis courts, gymnasiums, swimming pools and a golf course. City employees can enjoy a variety of authentic culinary delights from the over 100 restaurants in the City and shopping experiences in the over 75 multi-cultural specialty stores throughout the City.

07/05-Communications Dispatcher Trainee (SEIU)